



State of Wisconsin
Legislative Technology Services Bureau
17 West Main Street, Suite 200
Madison, WI 53703-3305

Office: (608) 264-8582

Fax: (608) 267-6763

www.legis.wisconsin.gov

E-mail: technical.support@legis.wisconsin.gov

Working Title: Enterprise Database Administrator

Location: Madison, WI

Hiring Organization: Legislative Technology Services Bureau (LTSB)

Schedule: Full-Time, Monday through Friday (additional hours as necessary)

Salary: Dependent on relevant education and experience.

Position Summary: The Enterprise DB Administrator designs and implements databases and systems that can support ongoing LTSB production systems. The DB Architect creates complex data structures, performs data mapping functions, and provides database resources to LTSB developers and third party applications. This position will also administer, maintain, and implement policies and procedures for ensuring the availability, security, and integrity of the database environments.

Job Duties: The Enterprise Database Administrator is responsible for implementing structure and data changes, database and SQL tuning, database and client installation/upgrades, backup and recovery, database availability, writing administration scripts and meeting with development teams on various projects. The Enterprise Database Administrator is responsible for all production databases and application interfaces related to the Legislative Bill drafting system and other duties as assigned.

Knowledge Required:

Technical Skills

- DBA for Oracle running on Solaris 10
 - MS SQL DBA for transactional operations and data warehousing
 - MS SQL server administration in a clustered environment
 - Solaris 10 administration
 - Backup and Recovery planning for Solaris, Oracle, and MS SQL Server
 - Database and object configuration and maintenance
 - Logical and physical space management
 - Writing and maintaining PL/SQL procedures
 - SQL statement tuning and troubleshooting
 - Performance tuning
 - Script creation for general administration tasks
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Organizational Skills

- Excellent customer service skills
- Attention to detail
- Ability to actively participate on a team
- Understanding of project management

Knowledge Desired

Possess a working knowledge of

- Wisconsin Legislature rules and procedure, applications and systems that support Legislative activities.
- Wisconsin Legislature Chief Clerks, and applications, systems and processes that support (their) Legislative Session-related activities.
- Disaster recovery planning related to Oracle
- Understanding of Microsoft SQL Server
- Operation and maintenance of Postgres SQL

Additional Requirements

- Certified Oracle DBA or the ability to retain
- Certified MSCDBA or the ability to retain
- Excellent written, verbal and interpersonal communication skills
- Work occasional nights and weekends to perform scheduled maintenance and system upgrades
- Ability to work under deadlines
- General data center procedures
- Commitment to quality customer service
- Willing and able to work in a nonpartisan environment

How to Apply:

Qualified applicants should submit

1. Detailed resume
2. Cover letter that specifically outlines your experience and education as they relate to the requirements of this position

For prompt consideration send the above resume and cover letter to:

HRLTSB@legis.wisconsin.gov

Legislative Technology Services Bureau
Attn: Teresa Pellitteri
17 West Main Street, Suite 200
Madison, WI 53703

The Legislative Technology Services Bureau is an Equal Opportunity/Affirmative Action employer.